Tennessee Army National Guard

Deputy Chief of Staff, Operations - J3

COL Jeff Archer
DCSOPS

G3 Training Branch POC's

SGM Tim Fuqua
Operations SGM

G3 Training Branch POC List

DSN 683-XXXX Commercial 615-313-XXXX

AREA	Primary POC	Phone	Cellphone	Secondary POC	Phone	Alternate POC	Phone
METL/YTP/YTC	LTC Stewart	3077	N/A	SGM Fuqua	2606	LTC Cole	3073
AT Scheduling	SGM Fuqua	2606	598-0974	SFC Moody	3101	LTC Stewart	3077
ODT/Execises	SGM Fuqua	2606	598-0974	SFC Moody	3101	LTC Stewart	3077
IDT/ATP/RMP MGT	SGM Fuqua	2606	598-0974	SFC Moody	3101	LTC Stewart	3077
AT/ADOS/Travel Orders	SGM Fuqua	2606	598-0974	SFC Moody	3101	LTC Cole	3073
Training Schedules	SFC Moody	3101	N/A	SGM Fuqua	2606	LTC Stewart	3077
DTMS	SFC Moody	3101	N/A	CW2 Ledbetter	3079	SGM Fuqua	2606
CTA/EXEVAL (TESS)	SFC Moody	3101	N/A	SGM Fuqua	2606	LTC Stewart	3077
Date/Site Report	SFC Moody	3101	N/A	CW2 Ledbetter	3079	SGM Fuqua	2606
Unit AT Orders	SFC Moody	3101	N/A	SGM Fuqua	2606	LTC Cole	3073
Ammunition	CW2 Ledbetter	3079	N/A	SFC Moody	3101	SGM Fuqua	2606
Military Airlift	CW2 Ledbetter	3079	N/A	SFC Moody	3101	SGM Fuqua	2606
TADSS	CW2 Ledbetter	3079	N/A	LTC Stewart	3077	SGM Fuqua	2606
Schools Quota MGT	MSG Rice	3069	598-0979	SFC Malone	3072	SGM Fuqua	2606
ATRRS Trap	MSG Rice	3069	598-0979	SFC Malone	3072	SGM Fuqua	2606
School Orders	MSG Rice	3069	598-0979	SFC Malone	3072	SGM Fuqua	2606
Distributed Learning	MSG Snead	3099	604-8217	LTC Stewart	3077	LTC Cole	3073
Budget	SSG White	0733	N/A	SGM Fuqua	2606	LTC Cole	3073

Highlighted names deploying - Backfill TBA

SUSPENSES

G3 Training Branch Suspenses

TRAINING SCHEDULING

ACTION	DATE DUE	SYSTEM
IDT Training Schedules	Last business day of Month - 90 days prior to training date.	DTMS
AT Training Schedules	Last business day of Month - 30 days prior to training Month.	DTMS
AT Training Dates	15 April of Current Training Year for next Training Year	DTMS
IDT Training Dates	15 April of Current Training Year for next Training Year	DTMS
IDT/AT Change Request	As soon as change is determined necessary	Memo thru channels to Training Branch
IDT/AT Change	As soon as approved by	DTMS

G3 Training Branch Suspenses

DISTRIBUTED LEARNING

ACTION	DATE DUE	SYSTEM
Classroom Usage Log	NLT 5th of each month for previous month	Email or Fax

G3 Training Branch Suspenses

AMMO

ACTION	DATE DUE	SYSTEM
Requirements for next TY	EOM - January for next TY	TAMIS
Turn-in for current TY AMMO	15 March - AMMO placed at MSC level to be pulled by G3	TAMIS
Sub-Auth AMMO for next TY	15 July - AMMO not sub-authorized to subordinate unis is subject to being pulled back to G3 level for redistribution to MSCs needing additional AMMO	TAMIS
Forecasting AMMO	Last day of month - 90 days prior to Requesting date	TAMIS
Maintain/Update Current Requestor/Validator/A		

G3 Training Branch Suspenses

SCHOOLS

ACTION	DATE DUE	SYSTEM
No-Show Report w/memo thru Bde Cdr stating why soldier was no-show	1st of each month	AFAM/Memo
Cancellation Report for school cancels within 30 days of start date	1st of each month	Memo
TRAP	NLT COB 20 December	ATRRS

G3 Training Branch Suspenses

ORDERS

ACTION	DATE DUE	SYSTEM
Unit AT Orders published by Training Branch	NLT 1 February	AFCOS
Individual AT Orders Requests	ASAP after 1 February Unit AT Order Publication or As Soon as Requirement is Identified	Memo thru channels to Training Branch
	NOTE: Request memo must include 1) Reason soldier not performing Unit AT, 2) What training soldier will be doing 3) Billeting & meals plan for soldier	
Individual AT Orders Follow-Up Scrub	1 April/1 July/1 August Scrub w/AFCOS -15 Day AT Report	AFCOS
Individual ODT Orders	NLT 1 February	AFCOS
ALL Orders for Training Year	NLT 1 August w/Final Scrub 1 September	AFCOS

G3 Training Branch Suspenses

BUDGET/FUNDS MANAGEMENT

ACTION	DATE DUE	SYSTEM
Next TY Funds Requirements	With Yearly Training Brief	YTB Slide
Next TY AT Mandays Requirements	15 April for Following Training Year	Email
Next TY ATP/RMP Breakout by PRN	15 September for Following Training Year	Email
Split Training Assembly	Must be performed prior to September IDT for current Training Year	Training Certificate
	NOTE: Cannot perform STA across Training Years	

G3 Training Branch Suspenses

BUDGET/FUNDS MANAGEMENT

ACTION	DATE DUE	SYSTEM
FY Start Requirements	1. Directorates and MSC's need to turn in personnel listing for Alternate Funds Managers and Fund Holders, the information needed is listed.	
	a. Full Name and Rank	
	b. Unit/Directorate	
	c. Address	
	d. Phone and Fax Numbers	
	e. Authorization level	
	2. Complete Appointment Letters and Funding Responsibility Letters, Please forward this information back to the G3 Budget Analyst.	
	3. Complete proper documentation to request AFCOS Access for Alternate Funds Managers and Fund Holders. If you need further information please contact your Budget Analyst.	

G3 Training Branch Suspenses

BUDGET/FUNDS MANAGEMENT

ACTION	DATE DUE	SYSTEM
FY Monthly Require-ments	1. Update Obligation Plans (Please update all months prior and forthcoming months)	
	2. Send email to the G3 Budget Analyst verifying that your OBPLAN has been updated or remains unchanged.	
	3. Run and Complete Expired Duty Reports at 30 Days.	
	4. Run and Complete Un-liquidated Report	
	a. Complete review of all obligations	
	b. Report status on all un-liquidated funds, status being (revoked, amended, or paid) proceeded with the date of this action. If the transactions is still pending payment you will need to list the transmittal number and date the documentation was submitted.	
	c. Complete Revokes and Amendments from Reports	
	d. Complete Transmittal for any De-obligations or changes and forward to USPFO FISCAL	
	5. Review IDT accounts and monthly reports in G3 Share file; please submit Transfer of Fund request to fix any Negative Balances in IDT	

G3 Training Branch Suspenses

BUDGET/FUNDS MANAGEMENT

ACTION	DATE DUE	SYSTEM
FY Quarterly Requirements	1. Complete PBAC Requirements	
	a. Run Commitments Report	
	b. Update Obligation Plans	
	c. Gather upcoming events information and requirements	
	d. Report account status and present supporting documentation to Budget	
	2. Complete Joint Reconciliations	
	a. Receive Joint Reconciliation Reports for USPFO Fiscal Accounting Office	
	b. Run Expired Duty Report for informational purposes	
	c. Set up schedule date and time to review reports with the G3 Budget Analyst and your Fiscal Accounting Rep.	
	d. Complete any revocations and/or amendments before complete reconciliation.	
	e. Report to appointments with supporting documentation such as (Revokes, Amendments, Military Pay TL's, Fiscal Accounting TL's). You will need to bring a Fiscal TL for any de-obligations and/or changes that you my need to complete for the reconciliation.	
	f. If you need further help completing the requirements or research please contact the G3 Budget Analyst.	

G3 Training Branch Suspenses

MISCELLANEOUS

ACTION	DATE DUE	SYSTEM
USAREUR Driver Training	Request Training 90 days prior to the last IDT date before deploying for ODT	Email
ODT After Action Report	NLT 30 days following end of ODT mission	Email
Quarterly Training Report	Quarterly with USR	Hard Copy

G3 Training Branch Suspenses

TRAINING GUIDANCE

ACTION	DATE DUE	SYSTEM
TAG CTG	Ex: 1 Aug 08 to Cover Not Less Than TY 10/11	Hard Copy
Brigade/Sep Bn CTG	Ex: 1 Oct 08 to Cover Not Less Than TY 10/11	Hard Copy
ATAG YTG	Ex: 1 Dec 08 to Cover TY 10	Hard Copy
Bde YTG	Ex: 1 Feb 09 to Cover TY 10	Hard Copy
Sep Bn/Sep Co YTG	Ex: 1 Mar 09 to Cover TY 10	Hard Copy
	Ex: Late Feb/March to Cover	Hard